

REQUESTING COPIES/IMAGES OF PAID WARRANTS

The Treasurer is empowered to pay all warrants duly executed by the Comptroller. Once paid, the Treasurer maintains the paid warrant records for fifteen (15) years.

State agencies often need copies/images of paid warrants initiated by their agency. To make a request for paid warrant images, complete the attached form and email it as an attachment to Warrant@treasury.alabama.gov. Complete the form for each paid warrant copy requested. Before sending your email request, modify your e-mail options to request a read receipt so you will receive confirmation that we received and read your e-mail request.

Requests are completed in the order in which they are received, and are normally concluded within one week. If warrant copies/images are needed for a court case, please provide the request as soon as possible in order to have it completed timely. A large volume of warrants are often requested, and these are labor intensive and timely to complete. Any advance notification is appreciated.

To complete the detailed warrant information on the form, agency personnel will need access to the warrant reconciliation (WREC) table in the State Central Accounting System (CAS/GFS). Providing this information will expedite the request. On the WREC table, the Last Action Date field is determined when the Status was updated. The warrant must have "P" status for Paid. Provide the LAST Action Date with the Roll and Sequence on the warrant image request form. Providing this information greatly reduces the warrant research time, and allows us to complete your request timely. Paid, canceled, and expired warrants are periodically purged from the WREC table and this information will not be available to you. In this instance, state that the information was not available on the WREC table. If your Alabama state agency does not have access to the State Central Accounting System, follow your agencies protocol to request access to the system.

Contact the Warrant Section of the Treasurer's Office, phone number (334) 242-7156, if you have any questions.